

PARKS MAINTENANCE SUPERVISOR

NATURE AND PURPOSE OF WORK

Position provides administrative and supervisory services for the parks maintenance section of Recreation and Parks Department as well as participating in maintenance activities when a foreman is on leave or during especially complex, unusual, or dangerous maintenance. Work is typically coordination, planning, and communications, while deferring policy decisions to the manager, however, incumbent is subject to participating in more difficult maintenance work. Incumbent works under the general direction of the Programs and Maintenance Manager and has supervisory responsibility for foreman leading crews in widely dispersed locations.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Reviews attendance each morning, checks maintenance schedules, reviews work assignments with foremen, keeps track of locations of crews, may inspect work in progress, and decides priorities in allocating resources. Replaces absent foreman or designates crew leader, approves purchases, orders supplies, and insures practices conform to policy and procedure. Evaluates and responds to reports of need for maintenance from public, management, and employees; follows up on progress. Monitors attendance, coordinates vacation schedules, supervises preparation of time sheets, absence reports ensuring conformity with attendance policies. Conducts staff meetings as required to ensure communications of policy and directives. Keeps records of counseling of employees.

Perform related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of lay out, location and characteristics of recreational facilities, parks and athletic fields throughout the parish.

Thorough knowledge of grounds maintenance materials and methods.

Knowledge of building maintenance and construction.

Ability to plan, assign, and follow up on work of subordinate foremen.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to read, interpret and apply policies, procedures and civil service rules.

Ability to form and maintain productive working relationships with employees, elected officials, contractors, and users of recreation facilities.

DESIRABLE TRAINING AND EXPERIENCE

College level education in field related to administration of building, parks and athletic facility maintenance, supplemented by prior working experience in recreational grounds and facilities maintenance, or an equivalent combination of education and experience.